Role Description
Conservator Grade 1

Department/Agency	State Library of NSW
Division/Branch/Unit	Library and Information Services / Collection Care
Classification/Grade/Band	Conservator Grade 1
ANZSCO Code	234911
PCAT Code	1119192
Date of Approval	August 2012 (minor amendments October 2014, May 2019, January 2025)
Agency Website	www.sl.nsw.gov.au

Agency overview

The State Library of New South Wales is one of Australia's oldest and most important public institutions. Collecting actively since 1826, the Library preserves and presents the social, cultural and scientific history of our State and our Nation for the benefit of all. Its rich collections, both physical and digital, alongside partnerships with the public library network across NSW and other vibrant collaborations enable Australians to examine their past and imagine their future. In short, the Library occupies a unique position at the very heart of our civil society.

The Library and Information Services Division provides high quality client services and access to the State Library's rich, heritage, print and digital collections and develops and preserves these collections for future generations. Library and Information Services is client-focused, encourages an innovative and outward focused approach, maximises the use of technology and is a leader in digital innovation to continually improve client services and enable independent client access. The Division collaborates across the Library and with other libraries and cultural institutions.

The Collection Care Branch develops and implements storage, preservation, and conservation programs for all physical material formats in the collections of the State Library. The Branch undertakes individual conservation treatments and preparation of items for display in-house, and for loan to other institutions, assuming the registration function for these. Collection Care is responsible for the collection conservation program, in order to maintain access to collections through their maintenance; conservation of individual items; and processing of new acquisitions to the collection to ensure accessibility. The Branch monitors environmental conditions within the Library, coordinates collection disaster-response strategies and trains staff in correct handling of the collection.

Primary purpose of the role

Work collaboratively to undertake conservation and preservation tasks including but not limited to examination, reporting and conservation of collection items to agreed standards, and working on exhibition preparation and installation as required to support the ongoing preservation of the collections and to facilitate access to them.

Key accountabilities

- Propose and undertake preservation and conservation of items in the Library's collections, in accordance with Library policy, priorities and the AICCM professional code of ethics, to ensure that the collection is stable and accessible.

- Identify risks and problems; identify, prioritise and confirm chosen treatment option; and provide detailed and thorough treatment proposals with time estimates.

- Research and undertake analysis of the collection material and gather information about appropriate methods of conservation, participates in collection surveys and undertake technical analysis of collection material.

- Apply practical skills to the preparation of items for loans, exhibitions and displays, including the preparation of relevant documentation, preparing items for transport, couriering items in transit and installing items for in-house and external exhibitions.

- Produce and maintain appropriate documentation, including condition reports, treatment proposals and treatment reports.

- Assist in the development, preparation and delivery of training, workshops, seminars and tours, and answer public inquiries on preservation and conservation.

- Contribute to the development, documentation and implementation of branch procedures, and prepare and obtain quotes for supplies and equipment.

- Contribute to and implement safe work practices that comply with the requirements of work health & safety legislation, policy and procedures.

Key challenges

- Prioritising and coordinating tasks, analysing problems and developing solutions in order to meet timelines and stakeholder expectations.
- Ensuring adherence to Library guidelines and policies and, when appropriate referring matters to supervisor and /or the head of the Branch.
- Taking responsibility for delivering high quality work in a timely manner while maintaining conservation standards and collaborating with other Library staff.
- Responding flexibly in a high-volume work area with competing tasks subject to changing priorities.

Key relationships

Internal

Who	Why
Supervisor	• Attends and actively participates in regular meetings to discuss work priorities, any related issues, discusses and seeks advice
Colleagues in the team	• Consults and discusses day to day activities; plans and prioritises work
Other Collection Care staff	• Participates and reports at meetings • Collaborates on key branch activities
Staff across the Library	• Assists with the provision of training workshops and seminars and provides content for training • Assists with tours for Branch visitors • Participates in internal committees and working groups

External

Who	Why
Readers and other external contacts	• Assists with the provision of training workshops and seminars • Provides conservation information and advice • Conducts tours for Branch visitors • Attends professional seminars and conferences

Role dimensions

Decision making

- Has autonomy in setting day to day priorities, routine planning and selection of equipment, work organisation, services, and actions within the framework of the team's work plan, priorities and workflows.
- Contributes to problem solving and process improvement within the team and to the development of the team's operational plan.
- Researches and gathers information and determines methodology for conservation work and collaborates with others in undertaking this work when required.
- Discuss issues with the supervising Senior Conservator in instances where complex or unusual problems arise.

Reporting line

This role reports to the Senior Conservator Grade 3 (People Leader).

Direct reports

NIL

Budget/Expenditure

N/A

Essential requirements

- Relevant tertiary qualifications in materials conservation together with two years' relevant conservation experience working under the supervision of an experienced, qualified conservator, OR at least 5 years' conservation experience working under the supervision by an experienced, qualified conservator.
- Understanding of and adherence to the Australian Institute for the Conservation of Cultural Material Code of Ethics and Practice

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.
The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

NSW Public Sector Capability Framework

Capability group/sets	Capability name	Behavioural Indicators	Level
Personal Attributes	**Manage self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Be willing to develop and apply new skills • Show commitment to completing assigned work activities • Look for opportunities to learn and develop • Reflect on feedback from colleagues and stakeholders	Foundational
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly	Intermediate
Results	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies	Intermediate

|	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
Results	Plan and prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational